

## 1. Code of Conduct for Trustees and Committee Members

### 2. Legal Duties of the Trustees

This Code sets out the standards of behaviour expected of London Tigers (LT) trustees and committee members. In addition to trustees of London Tigers, it applies to all members of Trustee Board sub-committees. The Code incorporates the Nolan principles of standards in public life: [Selflessness](#), [Integrity](#), [Objectivity](#), [Accountability](#), [Openness](#), [Honesty](#), and [Leadership](#). It aims to ensure that all observe the highest standards of propriety and act in the best interests of London Tigers at all times.

#### 1.1 Equality and diversity

Trustees and committee members' behaviour and attitudes are consistent with the values of the LT service and the agreed equality and diversity strategy.

#### 1.2 Respect

Trustees and committee members must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times. They must respect the role of staff and let them work unhindered.

#### 1.3 Commitment

Trustees and committee members must devote sufficient time preparing for and attending meetings to ensure they add value to the Board's or the committee's work.

#### 1.4 No personal benefit

Trustees and committee members must not benefit from their position beyond what is allowed by the law and what is in the interests of London Tigers. London Tigers staff time and resources must be used prudently. Trustees and committee members should take decisions solely in terms of London Tigers interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

#### 1.5 Conflicts of interest

Trustees and committee members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

#### 1.6 Probity

Trustees and committee members must comply with any rules agreed by the Board including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise London Tigers neutrality.

### **1.7 Openness and accountability**

Trustees and committee members must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of London Tigers resources.

Trustees and committee members must disclose anything in their past which could bring London Tigers into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict with the aims, principles and values of the LT service.

### **1.8 Confidentiality**

Trustees and committee members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

### **1.9 Integrity**

Trustees and committee members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the board or committee. Trustees and committee members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

## **2. LEGAL DUTIES OF TRUSTEES**

The overriding duty of all charity trustees is to advance the purposes of their charity as well as several basic responsibilities:

### **2.1 Trustees are responsible for the proper administration of their charity**

Trustees must make sure that the charity's assets and resources are used only for the purposes of the charity. They must make sure that the charity is run in accordance with its governing document, charity law and all other laws and regulations that affect its activities.

### **2.2 Trustees must accept ultimate responsibility for everything their charity does**

The trustees are responsible for the vision, mission and management of the charity. They are accountable if things go wrong. They can delegate some task as the constitution allows but ultimate responsibility remains with trustees.

### **2.3 Trustees have to act reasonably and prudently in all matters relating to their charity**

The law imposes a duty of care on the trustees of charities. This is sometimes expressed as a duty 'to exercise such care and skill as is reasonable in the circumstances'. The duty will be greater if a trustee has (or claims to have) any special knowledge or experience, or if their business or profession means they can reasonably be expected to have special knowledge or experience. In matters where trustees are not expert, they will be expected to take appropriate advice.

This duty is very significant. Essentially, provided trustees can show that they are acting reasonably, in a way which furthers the objectives of the charity, it is unlikely that they can be criticised under charity law.

#### **2.4 Trustees must safeguard and protect the assets of their charity**

A charity's assets include its investments, cash, land, intellectual property, staff and reputation.

#### **2.5 Trustees have a duty to act collectively**

Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority (unless the constitution says otherwise), but all the trustees are collectively responsible for decisions made by the trustees. Once a decision is made all trustees are bound to support it.

Some trustees will have particular roles. For instance, the chair is likely to be a figurehead for the organisation and to have a special relationship with senior members of staff. The treasurer will be responsible for explaining the financial situation to the rest of the trustees. However, responsibility for decision making still lies with the board as a whole.

#### **2.6 Trustees must act in the best interests of their charity**

The interests of the charity are paramount. Trustees should not allow their personal interests or views to override this: they must exercise independent judgement.

#### **2.7 Trustees must avoid any conflict between their personal interests and those of the charity**

The main implication of this is that the scope for trustees to receive personal benefit from their charity is very limited. Trustees must deal appropriately with any conflicts which arise between their own personal interests and those of the charity. Trustees must also be alert to possible conflicts between duties they may owe to other organisations and the duties they have to the charity.